

DIRECTOR OF CENTRAL INTELLIGENCE

SIGINT Committee

Office of the Chairman

SIGINT-4.2/123

15 March 1978

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MEMORANDUM FOR THE SIGINT COMMITTEE

Subject: Centralized Record of SI Access Approvals

Reference: SIGINT-4.2/112, 8 July 1977,

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1. In paragraph 5 of the reference, the Director of Central Intelligence expressed the wish to have a centralized record of all sensitive compartmented information (SCI) access approvals. He directed that plans be made to list all Special Intelligence approvals in the computerized data base maintained by CIA's Compartmented Information Branch (CIB).

2. At this time the CIA data base records all SI approvals for contractor personnel, employees of non-NFIB agencies, and staff personnel of CIA, the Intelligence Community Staff, the FBI, Department of Energy and the Department of Justice. In addition, the CIB records contain entries for many individuals employed by NFIB member agencies on the basis of their holding TK or  access approvals. Compliance with the DCI's wishes, therefore, entails only the addition of an entry denoting SI approval for those persons already listed, or a completely new entry for those not so listed.

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3. Please advise me by 17 April 1978 of your estimate of the time and level of effort your agency will require to prepare for participation in the centralized data base concept for SI approvals.

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Chairman

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**Safeguards:** Records are located in either vaulted, limited access areas or in combination lock safes. Access to the records is strictly limited to Agency personnel who either work with the records or have an official need for the information.

**Retention and disposal:** Method of disposal is by burning, degaussing or shredding, whichever is the most appropriate for the particular medium in which the record is maintained. Records are retained in accordance with established record disposal schedules.

**System manager(s) and address:**

Director, Office of Finance  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements:** are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Individuals and Agency officials.

**CIA-51.**

**System name:** Security Duty Office Event Reports.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Individuals who contact the Security Duty Office.

**Categories of records in the system:** Name, date and subject matter of contact by individual.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

**Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.**

**Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).**

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Brief senior Security Officers concerning contacts made by individuals and events involving the Agency and Agency facilities.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By name.

**Safeguards:** Records are maintained in office which is manned on a 24-hour basis. Information is disclosed to Agency officials on a need-to-know basis.

**Retention and disposal:** Records are maintained only for time period when subject is of interest to the Agency. Records are destroyed by burning.

**System manager(s) and address:**

Director, Office of Security  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements:** are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** General public, employees and Federal, state and local officials.

**CIA-52.**

**System name:** Special Clearance System.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Federal, civilian and military personnel and representatives from private industry who possess special access clearances.

**Categories of records in the system:** Name, date of birth, social security number, date of background investigation, organization, and clearances held.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

**Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.**

**Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).**

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** To certify throughout the Intelligence Community and related industry the individuals whose names are contained in this Special Register for purposes of controlling access to special classified materials.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Cards, computer tapes and paper.

**Retrievability:** By name, social security number, and organization.

**Safeguards:** The records are stored in a secure area. Access to the storage area is restricted to those who have the proper clearances and have a need-to-know.

**Retention and disposal:** The records are kept as long as an individual possesses special access clearances. Records are destroyed when individual is debriefed of special clearance(s). Paper records are burned; magnetic tapes are degaussed.

**System manager(s) and address:**

Director, Office of Security  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements:** are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Agency personnel, and other Federal agencies, and private industry.

**CIA-53.**

**System name:** Liaison Contact Files. — INTEGRATED INTO #57

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Federal civilian and military personnel with whom various Agency personnel conduct liaison.

**Categories of records in the system:** Individual's name, date of birth, and level of clearance held.